



Pennsylvania Wing - Civil Air Patrol Reporting Requirements For Accidents and Incidents

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Director of Safety

Policy letter S-6-1

CAP Regulations 62-2, Northeast Region Supplements and PA Wing Supplements all indicate the proper procedure for notification of the proper Wing and Group commanders in the event of an accident or incident involving CAP Personnel, Aircraft or Vehicles. Even through all these documents and supplements have been published and are required to be in all CAP Vehicles and Aircraft, we have found that there are unit members that still do not understand the correct procedure. The following procedures shall be followed in the event of an incident or accident:

Immediate Actions

1. In the event of an accident or incident involving CAP Aircraft or Vehicles, the operator or pilot (PIC) will notify the Pennsylvania Wing Commander and the Northeast Region Commander of the accident, in that order. This is an immediate notification requirement with a time limit of two hours. If you get directed to voicemail when calling the commanders, leave a detailed situation report including a summary of the incident including, contact information for the personnel involved, and extent of damage or injuries and location.
2. If the situation is an accident, defined as a mishap that results in death, serious bodily injury, or major damage to, or loss of, equipment or property, the CAP National Operations Center (NOC) must be immediately notified. This will normally be done by the Wing or Region Commander; however, if they cannot be reached immediately, the ranking senior member will report the accident to the NOC by calling toll-free at 888-211-1812, Ext 300, (24 hrs/day).
3. In the event of any incident or accident, the vehicle and crew / operator are grounded until released by the Wing Commander. Pictures of the damaged vehicle are required prior to the vehicle being moved or the accident configuration changed unless required by law enforcement or airport authorities. When documenting the incident / accident photographically, strive to include both the overall situation and the detailed photos of any key elements.

4. Vehicles / Aircraft cannot be driven or flown unless released by a Corporate Officer (Wing or Region Commander). This includes movement to a maintenance facility to be reviewed for damage. If there is any question about the airworthiness of aircraft, the Wing or Region Commander will require that a non-CAP aircraft mechanic, with the appropriate A&P license, evaluate the aircraft prior to the flight and fly the aircraft to the shop for further evaluation or repair. Under these circumstances, no CAP personnel will participate in the flight either as crew or passenger.
5. If the accident / incident results in news media coverage or requests for interviews, immediately advise the Group and Wing Headquarters and request a Public Affairs Officer to assist. Do not volunteer statements to the press unless approved to do so by Wing Headquarters.

Follow up Actions

1. An electronic form 78 must be filed within 48 hours. For mishaps involving death or bodily injury accidents, DO NOT fill in the "account" portion of the on-line Form 78 without prior coordination with a CAP legal officer or the General Counsel's office. The final responsibility for the timely completion of the on-line Form 78 after coordination rests with the appropriate unit or activity commander.
2. It is the responsibility of the pilot-in-command (PIC) to immediately report an aircraft accident as defined by NTSB Part 830, *Accident Reporting*. Wing commanders will ensure that this report occurs in a timely manner. NTSB notifications must be noted on the on-line Form 78.
3. Unit/activity commanders are responsible for ensuring an on-line Form 78 is accomplished within 48 hours of a mishap. The on-line Form 78 documents all mishaps and is an important legal document that must be completed correctly. Failure to complete an on-line Form 78 could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate provided insurance benefits. Failure to report mishaps may result in withdrawal of Air Force mission status.
4. The entry in the "ACCOUNT" block of the on-line Form 78 has a limited number of characters it can accept. However, there is sufficient space to enter a logical sequence of events that led up to the mishap, a description of the mishap, and what, if any, actions followed the mishap. It should also describe the damage/injury(s) incurred. The account of the mishap should not include any reference to fault or blame. Costs should be as close an estimate as available at the time.
5. The on-line system will report the creation of the Form 78, by e-mail to the appropriate CAP (squadron, group, wing, region) commanders, safety officers, the NHQ CAP staff and the CAP-USAF Safety Officer.
6. Aircraft will remain grounded until signed off in the aircraft's logbook by an A & P mechanic AND is released by the PA Wing Commander or the NE Region Commander. Ground vehicles will remain grounded until signed off by the PA Wing or Region Commander.

7. If the accident involves a CAP vehicle, the operator is not permitted to operate any CAP vehicle until the Pa Wing Commander releases the restriction. This will not take place until the appropriate accident investigation is complete and appropriate actions are taken.

Miscellaneous

1. If minor scrapes or dents (hanger rash) are noted on an aircraft, the crew will attempt to determine if it is a pre-existing condition that has already been evaluated and cleared, or new damage.
2. If the damage cannot be positively determined to be pre-existing, it should be treated as new and handled appropriately.
3. If new damage is noted on the pre-flight, the aircraft will not be flown and will be handled as described above in "Immediate Actions". Under these circumstances, the crew will not be grounded.
4. If new damage is noted post flight, the aircraft and crew are both grounded and the incident will be handled as described above in "Immediate Actions".
5. If there is debate on whether or not an issue should be handled as routine maintenance or an incident, the Wing Commander and/or Region Commander shall be notified before a Form 78 is filed.
6. When personnel are directed to medical facilities for evaluation, the Form 78 shall identify whether or not any treatment beyond the first aid level was given. This is defined as any care that was provided by a licensed Doctor, Nurse, EMT or medical professional.
7. Any of the following minor aircraft mishaps require a Form 78 to be filed:
 - loss of thrust sufficient to prevent level flight at a safe altitude;
 - emergency or precautionary landing;
 - unintentional departure from a runway or taxiway;
 - unintentional departure from controlled flight;
 - in-flight loss of any pitot-static instrument indications;
 - in-flight loss of all attitude instrument indications; and
 - any physiological episode that affects the pilot's ability to safely complete the flight.

The supplements can be found here at <http://www.ner.cap.gov/se/se.php> for NE Region Supplements and here at <http://www.pawingcap.com/safety> Or www.tinyurl.com/pawingsafety .

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